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CNF BRU MOM PLS
CNF BRU THRU GA
17 JULY 1980
NO. 295

3067
C 9.00
L 1.50 PM

ATTN: MARY COVINGTON, PM NEW YORK

C.C.
HUGH CULLMAN, A HOLTZMAN, C HAMMET, PM NEW YORK
R W MURRAY, J M HARTOGH, T L WELLS, PME
G C HARGROVE, ICOSI BRUSSELS

L 1.50 PM

REF. ICOSI BOARD OF DIRECTORS MTG BERMUDA - OCTOBER 5-8 L980

FURTHER TO OUR TELEPHONE CONVERSATION YESTERDAY:

1. YOU ARE LOOKING AFTER THE LOGISTICS FROM NEW YORK. HOWEVER THE SECRETARIAT WILL NATURALLY HAVE TO PLAY ITS ROLE WITH REGARD TO THE WORKING CONTENT OF THE MTGS. IT IS VITAL THAT WE COORDINATE THIS BETWEEN THE SECRETARIAT AND YOURSELVES. IN FACT IT TURNS OUT THAT SINCE WE ARE CHAIRING COMPANY AND I AM CO-DIRECTING THE SECRETARIAT WITH GWYNN HARGROVE THIS IS A SORT OF INTERNAM PM OPERATION.

2. AS I EXPLAINED, I HAVE ALREADY BEEN PLANNING THINGS FROM HERE, SETTING DEADLINES, ORDERING THE CONFERENCE BINDERS, PUTTING TOGETHER A DRAFT AGENDA ETC. I WILL RUN THROUGH SOME OF THE PRINCIPAL POINTS IN THIS TELEX.

3. FURTHERMORE, WE HAVE BEEN WORKING ON THE VITAL SUBJECT OF THE FUTURE OBJECTIVES, STRATEGIES AND STRUCTURE OF ICOSI, AND WE HAVE PRODUCED A DRAFT DOCUMENT WITH THE COLLABORATION OF GWYNN HARGROVE AND CHRIS YOOEL. IT IS THEREFORE PRETTY [illegible] ASSURED OF THE

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Source: https://www.industrydocuments.ucsf.edu/docs/mjgk0000

AND CHRIS VOGEL. IT IS THEREFORE PRETTY WELL ASSURED OF THE SUPPORT OF BAT AND REEMTSMA ALREADY.

4. THE PLAN IS THAT I SHOULD DISCUSS THIS PROPOSAL WITH YOU IN NEW YORK SO THAT WE CAN MOVE AHEAD AND CIRCULATE/LOBBY IT ACCORDING TO AN AGREED PLAN BEFORE THE BERMUDE MTG SO WE CAN CLEAR THE WAY FOR THE FORMAL DECISIONS TO BE TAKEN THERE. ALSO WE CAN DISCUSS AND COORDINATE DURING MY VISIT ALL THE OTHER ASPECTS OF THE BERMUDA MTG (SEE BELOW).

5. I PLAN TO COME TO NEW YORK SUNDAY JULY 27 AND WILL BE FREE FOR MTGS ON MONDAY AND TUESDAY JULY 28 + 29. WHEN YOU HAVE LOOKED AT THE DETAILS BELOW LETS DISCUSS AND FIX UP THE MOST SUITABLE ARRANGEMENT. I HAVE ALREADY SPOKEN TO ALEX HOLTZMAN WHO INDICATED HE WOULD BE FREE ON THE MONDAY. WOULD HUGH CULLMAN HAVE TIME ALSO FOR DISCUSSIONS AT THAT TIME?

AGENDA

6. WE ARE PREPARING A FIRST DRAFT NOW WHICH WE WILL SEND VERY SHORTLY TO HUGH CULLMAN AND YOURSELVES (WEEK OF JULY 21).

7. FOLLOWING DISCUSSION AND AGREEMENT ON THIS (AND WE NEED TO AGREE IT WHEN I AM OVER JULY 28/29), WE WILL SEND OUT THE DRAFT AGENDA AS FROM THE SECRETARIAT TO ALL PARTICIPANTS (WEEK OF AUG 4) ASKING FOR THEIR COMMENTS/AGREEMENT BY A SPECIFIED DATE (AUG 22). THE FINAL AGENDA WILL THEN BE SENT OUT WITH THE BINDER AND BACK-UP PAPERS (SEPT 12).

BINDER

8. WE HAVE ALREADY ORDERED THESE IN THE SAME STYLE AND COLOUR SCHEME AS BEFORE. DELIVERY AUGUST 19.

BACK-UP MTG PAPERS

9. I HAVE SET A DEADLINE FOR RECEIVING/COMPLETING THE WRITING UP OF ALL PAPERS THAT ARE TO BE INCLUDED IN THE BINDERS OF SEPTEMBER 2

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10. FROM WORKING PARTY CHAIRMEN I AM ASKING TO RECEIVE BY SEPTEMBER 2ND:

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- THEIR REPORT ON ACTIVITIES SINCE THE FEBRUARY 18 LONDON MTG

- THEIR PROGRAMME AND BUDGET PROPOSALS FOR 1981.

11. FROM DIETER VON SPECHT I HAVE ALREADY GOT HIS BUDGET PROPOSAL FOR 1981 FOR THE EEC CONSUMERISM TASK FORCE. HE HAS ASKED CHRISTIAN VOGEL TO REPORT ON 1980 ACTIVITIES AT THE MTG.

12. THE DAC WILL DISCUSS THESE POINTS AT THE MEETING HERE JULY 22.

13. DEVELOPING COUNTRIES GROU WE ARE DISCUSSING AT THE MTG HERE AT THE MOMENT.

14. FOR SAWP WE WILL MAKE SPECIAL ARRANGEMENTS FOR FAST PROCESSING FOLLOWING THE SEPTEMBER 9/10 MTG. ARE YOU PLANNING TO HAVE PREPARED DRAFT REPORTS/PROPOSALS FOR CIRCULATION TO SAWP MEMBERS PRIOR TO THIS MTG WHICH WILL SPEED UP THE PROCESS?

FINANCES AND BUDGETS

15. I HAVE MADE ARRANGEMENTS TO HAVE INCLUDED IN THE BINDER:

FOR 1980

- A FINANCIAL STATEMENT JAN 1 TO JUNE 30
- AN ESTIMATE OF EXPENDITURE JULY 1 TO DECEMBER 31
- THE OVERALL SITUATION OF EXPENDITURE (ACTUALY+ ESTIMATED) FOR THE YEAR COMPARED WITH APPROVED BUDGETS.
- THE REVISED ESTIMATE OF THE SIZE OF MEMBER COMPANY CONTRIBUTIONS THEREFORE REQUIRED TO THE END OF 1980.

FOR 1981

- A BUDGET PROPOSAL BROKEN DOWN INTO THE 3 USUAL CATEGORIES:

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Source: https://www.industrydocuments.ucsf.edu/docs/mjgk0000

1. SECRETARIAT OPERATIONAL BUDGET.
2. PROGRAMME BUDGETS (WORKING PARTIES/TASK FORCES)
3. BOARD OF DIRECTORS RESERVE.

TIMETABLE

16.

- WEEK OF JULY 21	DRAFT AGENDA PROPOSAL TO BE SENT TO HUGH CULLMAN
- WEEK OF JULY 28	DRAFT AGENDA TO BE APPROVED
- WEEK OF AUGUST 4	THIS DRAFT AGENDA TO BE CIRCULATED TO PARTICIPANTS BY TELEX. THEIR COMMENTS/ AGREEMENT REQUESTED BY AUG 22.
- AUGUST 19	BINDERS DELIVERED.
- SEPTEMBER 2	DEADLINE FOR RECEIPT/COMPLETION OF PREPARATION OF ORIGINAL MATERIAL TO BE INCLUDED IN THE BINDERS.
- SEPTEMBER 12	DEADLINE FOR MAILING OUT THE BINDERS TO PARTICIPANTS.

PARTICIPANTS

17. PLEASE ADVISE URGENTLY WHAT IS THE STATUS ON INVITATIONS AND RESPONSE FROM COMPANIES. THERE SEEMS TO BE SOME DOUBTS ABOUT WHO IS GOING FROM WHERE.

BEST REGARDS
RICHARD CORNER

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9. I HAVE SET A DEADLINE FOR RECEIVING/COMPLETING THE WRITING UP OF ALL PAPERS THAT ARE TO BE INCLUDED IN THE BINDERS OF SEPTEMBER 2

Source: https://www.industrydocuments.ucsf.edu/docs/mjgk0000